



Ewelme Church of England (VA) Primary School

Ready Respectful Responsible Reflective Resilient

Code of Conduct for School Staff Updated: September 2024

1 INTRODUCTION

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. More detailed guidance is provided by Oxfordshire County Council and is available on file in the school office and at

http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/Safer_Working_Practice.pdf

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff who are employed by the school, including the Headteacher.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

3 SETTING AN EXAMPLE

Staff set an example to pupils. They will:

- 3.1 Maintain high standards in their attendance and punctuality
- 3.2 Never use inappropriate or offensive language in school
- 3.3 Treat pupils and others with dignity and respect
- 3.4 Show tolerance and respect for the rights of others
- 3.5 Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- 3.6 Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- 3.7 Understand the statutory frameworks they must act within
- 3.8 Adhere to the Teachers' Standards

4 SAFEGUARDING PUPILS/STUDENTS

4.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL).
- 4.3 The school's DSL is *the Headteacher*. When the headteacher is not in school, or is unobtainable, the SENCo assumes the responsibilities of the DSL. If neither DSL is available, details can be found in the staff room of external professionals and organisations who can be contacted for guidance or to share concerns.
- 4.4 Staff are provided with access to copies of the school's Child Protection Policy and Safeguarding/Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree, accept or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Financial and Administrative Whistleblowing procedure.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to individual students are inappropriate and could be misinterpreted (this excludes typical end of term and end of year gifts bought for the whole class) .

7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the

pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

- 8.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

9 STAFF/PUPIL RELATIONSHIPS

- 9.1 Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- 9.2 If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:
- This takes place in a public place that others can access
 - Others can see in to the room
 - A colleague or line manager knows this is taking place
- 9.3 Staff should avoid contact with pupils outside of school hours if possible.
- 9.4 Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- 9.5 While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, inappropriate or extravagant gifts from staff to individual pupils are not acceptable. Staff may choose to give a group or class of pupils a token gift of nominal value to mark occasions such as Christmas, Easter or the end of term.
- 9.6 Staff will comply with the school's Gifts and Hospitality policy at all times when receiving gifts from parents, pupils or other individuals or groups linked to school. All gifts with a value of over £75 must be declared to the headteacher and/or school business manager so they can be entered on the school's register of gifts and hospitality. The headteacher has authority to direct staff to accept or decline a gift of over £75 based on the Gifts and Hospitality policy.
- 9.7 If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

10 COMMUNICATION AND SOCIAL MEDIA

- 10.1 School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

- 10.2 Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
- 10.3 Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.
- 10.4 Staff should be aware of the school's e-safety policy.

11 ACCEPTABLE USE OF TECHNOLOGY

- 11.1 Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.
- 11.2 Staff will not use personal mobile phones or other devices whilst working with or supervising children. Staff are welcome to use mobile phones or their own devices during their break periods in the staff room and other areas of school where no pupils are present.
- 11.3 When personal mobile phones or cameras are used to take pictures of pupils this will only be done with the express permission of the head teacher, these images will be moved from the relevant personal device onto a school laptop/device as soon as possible and thereafter immediately deleted permanently from the personal phone/device. The HT may ask for proof that this procedure has been followed.
- 11.4 We have the right to monitor emails and internet use on the school IT system.

12 DRESS CODE

- 12.1 Staff will dress in a professional, appropriate manner.
- 12.2 Outfits will not be overly revealing, and we ask that tattoos are covered up.
- 12.3 Clothes will not display any offensive or political slogans.

13 DISCIPLINARY ACTION

- 13.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.